

Southwood Infant School
Minutes of the Virtual Meeting of the Full Governing Body
held on Wednesday 21st October 2020 at 6pm

Members:

David Bowers (DB)
 Laura Dobson (LD) – apologies slightly late.
 Nina Lynch (NL) – Chair of Governors
 Wendy Southgate (WS) - Headteacher
 Jacqui Jennings (JJ)
 Rachel Park (RP)
 Hannah Stiff (HS)
 Lena Potamianou (LP)- apologies slightly late
 Mim Cure (MC)
 Neil Wilcox (NW)
 Dianne Winter (DW)

In Attendance:

Linda McBrearty – Clerk

	Item	Action						
1.	Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. There were no apologies, everyone was present.							
2.	Any Declaration of Pecuniary/Conflict of Interests Governors were reminded to please complete and sign Declaration forms, available in the Hub meeting file with the Agenda and email them to the Clerk. Please also complete your declarations on the Hub if you have not already done so. There were no declarations of any pecuniary interest for this meeting.							
3.	Election of Officers. <ul style="list-style-type: none"> • Nominations for Chair of Governors. The Clerk called for nominations for Chair. There was one nomination, Nina Lynch. Nina was elected unanimously by a” show of hands” online. • Nominations for Vice-Chair of Governors. The Clerk called for nominations for Vice-Chair. There was one nomination, Laura Dobson. Laura was elected unanimously by a” show of hands” online. <p>The CoG asked governors to consider succession training over the next three terms. As Nina is now working full time, she will eventually wish to stand down from the role of Chair and governors will need to be prepared to take over, as required.</p>							
4.	Minutes of the Meeting of 8th July 2020 and Matters Arising. <ul style="list-style-type: none"> • The Minutes of the previous meeting of the 8th July 2020 were approved and adopted. • Matters Arising – see table below: - <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="3">Matters Arising from the Meeting.</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">68b)</td> <td style="width: 70%;">Clerk to put dates for Curriculum and standards meetings and Resources and FGB Meetings onto the Hub Calendar for next year.</td> <td style="width: 20%;">Clerk</td> </tr> </tbody> </table>	Matters Arising from the Meeting.			68b)	Clerk to put dates for Curriculum and standards meetings and Resources and FGB Meetings onto the Hub Calendar for next year.	Clerk	
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	Completed.	
68d)	Governors to report on parent's survey in the autumn term. See this Agenda	NL
72	HT and RP to draft a School Development Plan focusing on Teaching and Learning for governors to consider in October – Item 6 of this agenda.	HT/RP
72	MC and NW both volunteered to help listen to children read when that was allowed.	MC/NW

CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent

5. a) To receive a verbal report from the Resources Committee of 13th October 2020.
 The Resources minutes had been put onto the Hub that afternoon, DW gave a brief summary for those who had not yet seen them.
- Toilets – County had come out to inspect the faults and to get quotations for the work. Although it was not clear when this work will be done.
 - The committee had discussed budgets for both five and six classes in relation to the school's current financial restraints. It is important that numbers are high enough for next year to boost the budget. The number of new entrants this year did not meet the number budgeted for; this has left a shortfall. The budget had been planned on 155 children, the current number on roll is 143, this leaves an income deficit of around £40k.
- Q. What would be the viable number coming in September?**
 A. The difficulty is that the budget is set in April, but funding is based on the October census, so there is a delay in funding coming through. The school is currently trying to fund 143 children on a 135-child budget!
 It was decided not to rush to judgement but to monitor the situation closely.
- Q. Are the new teachers on one-year contracts?**
 A. Yes, the school is in a better position, but we would have to check with EPS. The school has made an investment in those staff and they in us, that benefit needs to be balanced with decision making.
- Q. Would the timing be detrimental, for them?**
 A. The Headteacher advised that this needs to be considered around February. The school do not want to do this, but it would get the school out of this spiral and provide training for the existing staff.
- Q. The monitoring report, which predicts 152 on roll for next year, those numbers would not go into five classes.**
 A. No, it wouldn't but there are options. Year 2 has 41 children, in order to hit 152, we would need to take in 50 children in September next year. Governors discussed the methodology.
- Q. Year 1 is big, at 59 children, if we bring in any more than 49 children we would have to have six classes.**
 A. There may be other ways of managing that.
- Q. Is there anything that governors can do now to support the school?**
 A. The direction of travel is an improvement upwards anyway, so although we may have difficulties next year; we may be able to clear those a year

	<p>later. We need to get the numbers up and promote the school in the community.</p> <p>The Headteacher pointed out that the year after next the school will lose their largest year of 59 children, so numbers will then go downwards. If the school decided to go for an intake of 45 pupils every year, then the school will never be full and will suffer financially accordingly.</p> <p>Governors also discussed the opportunities afforded by new housing in the area and other local schools.</p> <p>The Headteacher advised governors that this year was especially difficult as parents were not even allowed on site to view the school. This was considered to be a big disadvantage.</p> <p>Q. Has the school got a Facebook page?</p> <p>A. No, but Southwood estate has a page. It was agreed that governors could put a “shout-out” onto the Southwood page, to promote the school.</p> <ul style="list-style-type: none"> • <u>To receive a report on any issues arising from strategic financial planning, relating to staffing for the coming year, etc.</u> See above. • <u>Discuss progress against the Deficit Plan.</u> The Chair pointed out that the school had managed to save £12k against the Recovery Plan, this was still a significant saving and £6k catch-up funding was expected. <p>Q. Will the government money be spent on the LSA’s extra hours?</p> <p>A. Yes, two ladies will receive extra hours to do interventions. It also helps the school staff keep skills. After the first data drop in November, we will have more idea of the requirements.</p> <p>Benchmarking was discussed, JJ will do this with AP.</p> <p>Governors were also reminded, that with the advent of six classes the school had invested in a new interactive board.</p>	AP/JJ
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</p>		
6.	<p>a) <u>Agree whole governor training session.</u> It was agreed that this would take place on 10th march at 6pm – LD will set up a monitor and workstation for WGBT.</p> <p>b) <u>New School Development Plan focusing on Teaching and Learning- MA72.</u> This is now on the hub for governors to consider. The Headteacher explained the difficulties in writing this for this year with no data to evaluate. The focus is still on the quality of education. Middle leaders – Leadership development – SENCO work. With Covid, it was decided to add another role, Development and Wellbeing. SMSC is now statutory, staff have done a couple of webinars to raise the profile this year. At the moment the course work seems to be really</p>	

	<p>impressive. Three children are working with the ELSA at the moment and two more are waiting.</p> <p>Governors considered that it must be a testament to how the children have come back to school, all happy and settled. Staff are happy also but all of them are tired. The curriculum is a strength of the school and the staff wish to maintain the impetus and keep going.</p> <p>Q. The data drop in November will give a clearer idea of requirements?</p> <p>A. Yes, we are following the Hampshire Assessment model and will look at interventions. So far indications are for a mixed bag, some children have surprised us, due to a lot of one to one with parents but the majority are where we thought that they would be.</p> <p>Q. We are supposed to monitor the SDP as governors but would feel it unfair on staff at present. Governors discussed ways of managing this and virtual meetings.</p> <p>A. It was agreed that link governors will set up links and liaise with subject leads. English and Maths Action Plans are done and will be ready by mid-November. Governors do not need to enter the building or create extra work for staff.</p> <p>LD will do link monitoring on Governor Hub HS will carry on with SEND Monitoring. Mim – Newsletter for the end of next half-term.</p> <p>c) <u>Discussion of school Evaluation (SEF).</u> This was last completed November 2019. It was considered best to leave this until the first data is available. It was agreed that the Headteacher would do this in December.</p>	<p>LD HS MC</p> <p>HT</p>
<p>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</p>		
<p>7.</p>	<p>a) <u>To receive the Headteacher’s verbal report on pupils return to school, including attendance and any staff concerns.</u> The Headteachers report had been made available on the Hub, prior to the meeting, questions were invited. In answer to a question about phonics, the Headteacher assured governors that unsuccessful children could re-take the test in the Summer. Also, because year 2 had not done the test in June, they will be doing it in November, the results will go to the LA. The pass mark is usually between 32-40. Any who do not pass need to re-take the test in June. It is hard to know what the results will be now; the majority of children will be fine.</p> <p>Q. How can we increase girl’s confidence in maths?</p> <p>A. We are making sure that subject planning reflects the girl’s interests, we have little taster sessions on Friday for the following week. We are trying to close any gaps; this will be easier when we have received the data.</p> <p>b) <u>Admissions – update for September.</u> The school’s PAN remains at 45.</p> <p>c) <u>Any progress data available.</u></p>	

	There is no data available as yet, this is due in November. This will be covered at the next meeting.	Clerk for Agenda
8.	<p>Policies (Inc. Ratification)</p> <p>The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB</p> <ul style="list-style-type: none"> • Pay Policy – to be agreed and adopted by 23rd October 2020. This was discussed. The top and bottom points remain nationally the same, the L.A. are able to set points in between. The scale is no longer 1-12 it is now 1-6. The Pay Policy was Agreed and adopted. • SEN Information Report – this is to go onto the school’s website, there were no changes. Agreed and adopted. • Safeguarding Policy – agreed and adopted. • Safeguarding Report to Local Authority – confirmed completed 30th September 2020. • KCSIE – governors to read and confirm on Hub. • Adopt HCC Good Practice guide – agreed and adopted. • Confirm adoption of Manual of Personnel Practice – agreed and adopted. • Confirm adoption of Finance Practice and Procedure – agreed and adopted. • Agree Governing Body Code of Conduct – agreed and adopted – governors to complete declaration on Hub. • Vision and Aims – GB – this was queried – HT to provide copy. • Complaints Policy – Agreed and adopted. <p>It was agreed that the HT would update the Policies Spreadsheet. The Clerk will put renewal flags on the policies which are in the Hub folder.</p>	<p>DW left the meeting at this point.</p> <p>HT Clerk</p>
9.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <p>a) <u>Committees – consider and review membership and Terms of Reference.</u></p> <p>Curriculum and Standards DB, MC, LD, JJ, NL and HS.</p> <p>Resources Committee DB – Chair, MC, JJ, NW and DW</p> <p>Pay Committee NW, LD, DW</p> <p>Headteacher’s Performance Review HS, LP and MC.</p> <p>Appeals Committee JJ and NL</p> <ul style="list-style-type: none"> • Terms of Reference for Resources and Personnel Committee - agreed. 	

	<ul style="list-style-type: none"> • Terms of Reference for Curriculum and Standards - agreed. • TOR to be added for the Pay Committee • TOR to be added for the Appeals Committee. <p>b) <u>Parents questionnaire.</u> Governors had received what they considered to be amazing and positive feedback from parents. The schools Vision and Aims run right through and it shows that these are embedded in the curriculum. Negativity appeared to emanate from only one parent. Overall parents thought that communications with the school were really good. It was noted that during lockdown all parents received supportive phone calls from the school. The school is considering moving to G suite for online learning, but Tapestry will also remain.</p> <p>c) <u>Staff questionnaire.</u> This was going to be done in the spring before lockdown. DW will now tweak it to make it more suitable for a wellbeing survey.</p> <p>d) <u>Governing Body members end of term – LD and HS – 15th November.</u> Both governor’s terms end in November. The governing body were happy to offer another four-year term to both. This was accepted.</p>	NL NL DW Clerk for Hub.
10.	Governor Visits – Assess feasibility in line with the School’s Risk Assessment. Not currently feasible.	
11.	Good News. The Headteacher praised her amazing staff, who are still smiling. The feedback from parents is very complimentary. They are an asset to the community. The governors thanked the Headteacher and RP for all of their hard work. The Headteacher thanked governors for their support.	
12.	Assess Impact of Meeting The meeting was considered to be highly successful. Governors had fulfilled their statutory responsibilities. They had carefully considered the school budget and made responsible provision for monitoring any significant changes. Necessary roles had been allocated and plans made for monitoring as far as current conditions would allow.	
13.	Any Other Business The Headteacher gave her thanks to MC for her donation to the school, this would be used to pay for the staff lunch on Inset day and was much appreciated. A lovely half-term was wished to all. The meeting closed at 7.45pm	
14.	Date of Next Meeting: Wednesday 25th November 2020 6pm	

Signed as a true and accurate record of the meeting _____ Date _____

Actions Arising from the Meeting.		
5.	Benchmarking was discussed, JJ will do this with AP.	AP/JJ
6b.	LD will do link monitoring on Governor Hub HS will carry on with SEND Monitoring. Mim – Newsletter for the end of next half-term.	LD HS MC
6c.	SEF – to be done in December	HT
7c.	Progress data.	Clerk for Agenda
8.	It was agreed that the HT would update the Policies Spreadsheet. The Clerk will put renewal flags on the policies which are in the Hub folder.	HT Clerk
9.	TOR's to be added for the Pay and Appeals Committee.	NL
9c.	Staff questionnaire	DW
9d.	Governors term dates to be re-appointed – Completed.	Clerk for Hub.